# State of North Dakota

Creating Speedcharts
Training Exercise

CREATING SPEEDCHARTS EXERCISE

When creating the transactions in these exercises, please use the values provided in the exercise. The course instructor will review the answers to the exercises in class.

Create a Speedchart		
Steps	**Directions**	**Comments**
Step 1	**Enter Speedchart Page** **Navigation**: *Set Up Financials / Supply Chain* → *Product Related* → *Procurement Options* → *Management* → *Speedchart*	
Step 2	On the **Add a New Value Page,** input the Set ID and Speedchart Key. The Set ID is your agency's business unit. Example: OMB = 11000 The Speedchart Key is the Speedchart number. Click [Add].	NOTE: If this speedchart is being set up for a grant, a suggestion would be to give the speedchart the same name as the grant.
Step 3	**Speedchart Tab** Enter a description for the speedchart. Enter the distribution information. (Fund, Class, Operating Unit, Department ID) If the funds are split between two or more distributions, click on the plus sign [+] at the end of the row. This will add one more row.	NOTE: The more fields you populate now, the less will have to be done at the voucher level.
Step 4	**Save Speedchart** Click [Save]. You now have created a speedchart for your agency.	